

THE INSPECTION SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: NGB-IGD (Lt Col T. Jones)
Supersedes NGR (AF) 123-01, 25 Feb 1991

Certified by: NGB/CF (Col M. Hillestead)
Pages: 25
Distribution: F

This instruction supplements AFI 90-201, *Inspector General Activities*, with Air National Guard (ANG) unique requirements and contains procedures for State Headquarters inspections, and Unit Federal Recognition inspections.

SUMMARY OF REVISIONS

This document has been substantially revised and must be completely reviewed.

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Chapter 1

INSPECTION POLICY

1.1. Authority. Title 32 U.S.C. 105.

1.2. Purpose. This instruction establishes inspection/assessment policy for Air National Guard (ANG) units as required by AFI 90-201, *Inspector General Activities*. It describes the unique inspection requirements for the ANG units and State Headquarters, and describes the process for Federal Recognition of ANG units. It formalizes agreements between the National Guard Bureau (NGB) and gaining Major Commands (MAJCOM).

1.3. Point of Contact. The NGB Air Inspections Division (NGB-IGD), 1411 Jefferson Davis Highway, Arlington VA 22202-3231 is the Point of Contact (POC) for all inspections, assessments, and gatekeeper matters concerning the Air National Guard.

1.4. Inspection Philosophy. Independent inspections conducted by MAJCOM Inspectors General (IG) staff, Air Force Inspection Agency (AFIA) staff and/or functional staff provide the Secretary of the Air Force (SECAF); the Chief of Staff, United States Air Force (CSAF); MAJCOM Commanders (CCs); and the Chief, National Guard Bureau (CNGB) a status report on unit efficiency, effectiveness and combat readiness. Specifically, the inspection system:

- 1.4.1. Measures ANG readiness, as shown in unit and system performance.
- 1.4.2. Evaluates a unit's internal controls and identifies superior operational methods and areas for improvement for crossfeed to other units.
- 1.4.3. Helps define ANG priorities to units to perform their designated missions.
- 1.4.4. Follows up on corrective actions taken on previously identified findings.
- 1.4.5. Identifies readiness issues and other problems.

1.5. ANG Mission Priorities. The focus for the ANG is Air Expeditionary Force (AEF) support as a Total Force participant. Unique to the ANG is our commitment to perform our State mission as directed by the applicable Governor or The Adjutant General (TAG) of the associated State. Contingency/wartime mission training, unit conversion, and the sequencing of inspection/assessment schedules follow the primary tasks of supporting AEF assignments and our State mission. In addition, the ANG is committed to participation in no-notice contingency operations to the maximum extent possible. All of these activities must be accomplished with a part-time force. Our task as an organization is to balance availability with readiness while participating as a full partner in deployments, exercises, and AEF contingency operations.

1.6. Applicability. See AFI 33-360, Volume 1 for procedures to determine applicability of Departmental and MAJCOM publications to the ANG.

- 1.6.1. Units experiencing difficulty in identifying the applicability of AF products should contact the functional NGB/ANG OPR.

Chapter 2

INSPECTION PROGRAM ELEMENTS

2.1. Inspection Responsibility. Gaining MAJCOMs are responsible for conducting inspections and assessments of ANG units.

2.2. Applicable Inspections. The following is an overview of applicable inspections performed by our gaining commands.

2.2.1. Operational Readiness Inspections (ORI)/Expeditionary Operational Readiness Inspections (EORIs) evaluate the ability of units with a wartime or contingency mission to conduct assigned operational missions. ORIs evaluate a unit's ability to perform Designed Operational Capability (DOC)/Mission Essential Task List (METL) associated tasking, assigned Operation Plan (OPLAN) tasking, and assigned operational missions.

2.2.1.1. ORIs will be conducted approximately every four years, and/or in alignment with the AEF rhythm in coordination with the applicable gaining MAJCOM/IG staff. For AFPSC-gained ANG units, every effort will be made to inspect ANG units with their active-duty parent wing.

2.2.1.2. Advance notice to inspect units for ORIs will be the minimum necessary consistent with realistic assessment scenarios, support asset-scheduling, etc. Advance notice for ANG units will be approximately one year.

2.2.1.3. The ANG does not participate in a no-notice inspection program.

2.2.2. A Compliance Inspection (CI) or Unit Compliance Inspection (UCI) evaluates unit compliance with higher headquarters and/or governmental directives. They focus primarily on those items identified by MAJCOM, Field Operating Agency (FOA) and/or Direct Reporting Unit (DRU) Commander and functional staffs, and those actions required by law, executive orders, Department of Defense (DoD) directives and safety guidelines that, if not complied with could result in significant legal liabilities, penalties or significant mission impact.

2.2.2.1. Compliance inspections will be conducted approximately every four years, and/or in alignment with the AEF rhythm in coordination with applicable gaining MAJCOM/IG staff.

2.2.2.2. Advance notice for compliance inspections will be approximately one year.

2.2.2.3. NGB-IGD will negotiate with each MAJCOM for combined ORI/CI inspections on a case-by-case basis. Gaining MAJCOMs will not conduct compliance inspections of unit safety programs. See 2.2.5.3.

2.2.3. North American Aerospace Defense Command (NORAD) Operational Evaluation (NOE) and NORAD Alert Force Evaluation (AFE). Guidance on NOEs and AFEs is contained in NORAD Instruction 90-3, *Evaluation of Air Defense Forces*.

2.2.3.1. NOEs will be conducted approximately every four years. AFEs will be conducted approximately every eighteen months.

2.2.3.2. NORAD IG will coordinate evaluation dates, availability and support requirements.

2.2.4. A Health Services Inspection (HSI) is an assessment of the ability of an ANG medical unit to fulfill their peacetime and wartime missions including an evaluation of medical care and the effectiveness and efficiency of medical management. HSIs will be conducted by the AFIA.

2.2.4.1. HSIs will be conducted approximately every four years. Units are encouraged to seek avenues for simultaneously combine HSIs with other assessments to reduce inspection footprints.

2.2.4.2. ANG units will enter an HSI scheduling window 36 months following their last HSI.

2.2.4.3. Notice for HSIs will be approximately one year.

2.2.5. The Environmental, Safety, Occupational Health Compliance Assessment Management Program (ESOHHCAMP) is an assessment that monitors the overall compliance to governmental and departmental directives that encompass Bioenvironmental Engineering, Environmental, and Ground, Weapons and Flight Safety. The ANG Civil Engineering Environmental Division is the lead agency for matters concerning scheduling and operation of ESOHCAMPs and conducts the inspections for the NGB.

2.2.5.1. ESOHCAMPs will be conducted approximately every three years.

2.2.5.2. Notice for ESOHCAMPs will be posted approximately one year in advance.

2.2.5.3. Weapons Safety Inspection (WSI), Flight Safety, and Ground Safety are part of the ESOHCAMP compliance inspections. Compliance inspection protocols covering all applicable programs requiring evaluation are available to gaining commands upon request.

2.2.6. SIOP INSPECTIONS. The purpose of a Single Integrated Operational Plan (SIOP) inspection is to assess a unit's ability to accomplish its SIOP tasking. Only units with a SIOP DOC statement will be subject to SIOP inspections.

2.2.6.1. Guidance on SIOP inspections is contained in AMCI 90-201, *The Inspection System*.

2.2.6.2. SIOP inspections will take place approximately every five years.

2.2.6.3. Notice for SIOP inspections will be approximately one year.

2.2.7. Intelligence Oversight Program. Evaluates whether intelligence units and staff have an adequate intelligence oversight program and assesses the intelligence units and staff compliance with the rules and procedures pertaining to collecting, retaining, and disseminating intelligence on US persons.

2.2.7.1. The Intelligence oversight program will follow the guidance outlined in Executive Order 12333, *United States Intelligence Activities*; DoD Directive 5240.1, *DoD Intelligence Activities*; AFPD 14-1, *Intelligence Applications and Requirements Planning*; and AFI 14-104, *Oversight of Intelligence Activities*.

2.2.8. Nuclear Surety Inspections (NSI). NSIs are not applicable to the ANG.

2.2.9. Contracted Support Activity Inspections (CSAI). Applicable to Air Education Training Command (AETC) gained units only.

2.3. Rating System. Criteria for inspections/assessments are contained in the applicable 90-201 series Air Force instructions, gaining MAJCOM instructions, and gaining MAJCOM supplements to the Air Force instructions that have been determined applicable to the ANG by the ANG point of contact as outlined in AFI 33-360, Volume 1.

2.3.1. Inspection agencies generally utilize a five-tier grading system. The grades consist of Outstanding, Excellent, Satisfactory, Marginal, and Unsatisfactory.

2.3.2. Where applicable, a simplified tier system of two or three levels may be used. Examples include combat ready/not combat ready, mission ready/not mission ready, red/light green/green, pass/fail, etc. The rating system may include a simplified tier system with comments.

2.4. Inspection Criteria. Primary functional area managers at ANG units will review all inspection/assessment criteria and forward comments on problem areas to NGB-IG a minimum of ninety days prior to utilization by inspecting agencies.

2.4.1. For ORIs, the ANG will be inspected to the same criteria/measurement as the Air Force.

2.4.2. For CIs/UCIs, the ANG will be inspected by approved MAJCOM criteria and applicable Compliance & Standardization Requirements Listings (C&SRLs).

2.4.2.1. For contracting issues, contracting personnel will follow the policy and procedures established by the Departments of the Army and the Air Force, and the NGB, as implemented in the National Guard contracting guidance.

2.5. Below Satisfactory Ratings. Ratings below satisfactory indicate that performance or operation does not meet mission requirements (in part or in whole). Units receiving a less than satisfactory rating will correct the discrepancy and/or could be re-inspected after proper coordination with NGB-IGD and the gaining MAJCOM IG.

2.5.1. Correcting Discrepancies. Functions that receive an unsatisfactory rating must take immediate action to correct major discrepancies. The inspected unit commander must submit a corrective plan of action in accordance with applicable gaining MAJCOM guidance.

2.5.2. Re-inspection. Units that receive an unsatisfactory rating may be re-inspected at the direction of the gaining MAJCOM or NGB/ANG functional staff. The gaining MAJCOM IGs and NGB/ANG functional staffs requesting re-inspection will coordinate with NGB-IGD and the unit regarding the re-inspection requirements and timetable.

2.6. Special Interest Items Policy. Special Interest Items process provides a means to focus management attention, gather data on known or suspected problems, and/or evaluate the status of specific programs and conditions in the field. ANG, AF, and applicable MAJCOM Special Interest Items (SII) will be evaluated during ORIs and CIs. A list of ANG applicable SIIs may be found on the World Wide Web at <https://airguard.ang.af.mil/igi>.

2.7. C&SRL Policy. A C&SRL is a comprehensive checklist of items drawn from numerous directives that help determine compliance with public law, executive orders, DoD, and AF directives. NGB/ANG functional staffs are responsible for drafting, formatting, coordinating, obtaining certification/approval, and providing the NGB publishing office (NGB-SD) new C&SRLs for publication and to NGB-IGD for posting on NGB-IG website.

2.7.1 Format. Format for ANG C&SRLs will be both CCO, CCI, GCI or Item format with corresponding sub-paragraphs.

2.7.2. Periodic Review. All ANG functional area OPRs must review their C&SRLs every two years in accordance with AFI 33-360, Volume 1.

2.8. Best Practices. During inspections, MAJCOM/IGs often observe and record Best Practices and include them as an unclassified addendum to all inspection/assessment reports. Units may also submit Best Practices candidates upon identification to AFMIA. A “Best Practice” is defined as a superior method or innovative practice that contributes to improved performance of the process.

2.9. Inspections under Special Circumstances Policy. The ANG recognizes that regular inspection frequency must be modified to accommodate special circumstances.

2.9.1. ANG Units Undergoing Conversion. NGB-IG will coordinate inspections and/or assessments for units undergoing program changes in order to ensure focus on a safe and timely conversion.

2.9.1.1. For major weapon system changes, and block changes, all readiness inspections of the converting unit will be terminated approximately six months prior to the conversion start. The exact conversion start date will be determined by the ANG functional staff and coordinated with the appropriate MAJCOM with information copies routed to NGB-IG. The unit will be eligible for a readiness inspection one year after the unit achieves Initial Operational Capability (IOC). An example of a major weapons system conversion is an F-16 to C-130.

2.9.1.1.1. Major equipment changes for Air Force Space Command (AFSPC) gained units will be viewed as a major weapons system conversion. For example: AN/MSQ 118 to AN/MSQ 180, Defense Support Program (DSP) to the Space Based Infrared System (SBIRS) and its supporting ground stations.

2.9.1.1.2. Major equipment changes for Air Control Groups/Squadrons (ACG/ACS), Air Traffic Control Squadrons (ATCS), and Communication Groups/Squadrons will be viewed as a major weapon system conversion. For example: TPS-43 conversion to TPS-75, or MPN-14K to MPN-26.

2.9.1.2. For ANG units in transition to a new aircraft series, all readiness inspections will be terminated approximately 6 months prior to the conversion start. The exact conversion start date will be determined by the ANG functional staff and coordinated with the appropriate MAJCOM with information copies routed to NGB-IG. The unit will be eligible for a readiness inspection one year after IOC. Some examples of series transitions are F-15A to F-15C or C-130E to C-130H, and PACER Crag.

2.9.1.3. For mission tasking changes, all readiness inspections will be terminated approximately six months prior to the conversion start. The exact conversion start date will be determined by the ANG Director of Operations (ANG/DO) and coordinated with the gaining MAJCOM and appropriate agencies. The unit will be eligible for a readiness inspection one year after the unit reaches IOC. An example of a mission tasking conversion is F-16 general purpose to F-16 training.

2.9.1.4. The first inspection/assessment following the major weapons systems, block changes, or mission tasking conversion will be either an operational readiness inspection or a compliance inspection.

2.9.1.5. All ANG units that are in a major conversion or mission change will be eligible for tailored Unit Compliance inspection (UCI), Health Services Inspection (HSI) and tailored Single Integrated Operation Plan (SIOP) inspection (as applicable) during their conversion.

2.9.1.5.1. Unit functions directly affected by the conversion or mission change are exempt from the tailored inspection. Designations of exempted areas will be adjudicated with the IG team chief prior to the inspection.

2.9.1.5.2. A tailored UCI is an inspection with answerable findings, which will help identify existing and potential problem areas to unit commanders. For units that receive a tailored UCI during their conversion and/or mission change, an ORI will follow as the next inspection/assessment as a minimum of one year after unit achieves IOC.

2.9.1.6. For unit conversions of a lesser impact such as engine upgrades or operational mission changes, the initial inspection/assessment will occur no sooner than six months after declaring IOC.

2.9.2. **Activation or Mobilization.** Activation or mobilization encompasses all the activities necessary for the orderly transition of National Guard forces from a peacetime to a wartime posture. The act of calling-up guardsmen is generally done in order to meet the requirements of war or other national emergency (domestic or international) involving threats to national security or to deal with situations where Armed Forces may be required to protect life, federal property and functions or to prevent disruption of federal activities. There are seven major defined types of activation. Generally, the nature and imminence of the emergency governs the level of response.

2.9.2.1. Under any type of activation/mobilization, guardsmen are no longer in a training status. They are under the operational control (OPCON) of their gaining MAJCOM. The gaining command determines if it is to their benefit to release guardsmen from the real world missions to participate in inspections or exercises. If the gaining MAJCOM determines that they wish to deploy activated/mobilized guardsmen for inspection or exercise purposes, then it is the gaining MAJCOM's responsibility to pay of all costs associated with the inspection or exercise.

2.9.2.2. If the gaining command does not support the attendance to the exercise then the member would have to be released from their activation/mobilization order prior to the ANG issuing orders and funding the training.

2.9.3. **Inspection Credit.** Unit readiness validation is a continuous process that will be measured across a broad spectrum of evaluation methods/events. The unit commander, in coordination with NGB-IGD and the gaining MAJCOM IG can request validation of mission performance/essential tasks (for credit) through exercise or contingency participation. Submitted requests for observation and credit must be made through NGB-IGD to the MAJCOM IG as early as possible to maximize possibilities of approval prior to the event (preferably one year in advance for scheduling purposes).

2.9.3.1. Short notice contingency operations provide another inspection/assessment opportunity, but are very difficult to schedule. These will be addressed on a case by case basis. Unit commanders should work closely with NGB-IGD and their gaining MAJCOM IG to work these requests whenever practical.

2.10. Self-Inspection Program. ANG units are encouraged to utilize a self-inspection program to be managed at the group level or below. The benefit of a self-inspection program is to identify to the command chain deficiencies in training and/or equipment that require immediate attention. Self-inspections provide commanders with a tool for internal assessment of unit health and to complement external inspections and assessments.

2.10.1. Self-inspection programs should be tailored to the unit's structure and mission and contain mechanisms that ensure adequate coverage of the organization's mission, resources, training, and people programs. Mechanisms may consist of periodically administered checklists, quality control reviews, internal audits, functional inspections, etc.

2.11. Observer Program. The observer program provides ANG units with an opportunity to witness how the gaining MAJCOM IG team conducts an inspection. The goal of the observer program is to assist units in designing effective self-inspection programs and ultimately improve combat capability and readiness.

2.11.1. Units may observe one IG inspection per inspection cycle. The observer program does not extend to inspections conducted during real-world activities.

2.11.2. Space allowed for observers during inspections is limited. Units may send a maximum of two observer for any given inspection. MAJCOM IGs reserve the right to refuse observers if requests from other units have been processed and they are at their maximum capacity. Due to the limited number of observer spaces available, unit representatives should make the best use of the opportunity by sending observers who can effect training of the entire organization and by planning to observe as much of the inspection as possible.

2.11.3. Procedures. Units will submit a request for observer message/email to NGB-IGD no later than 50 days prior to the event date. Email requests to ngbigd@ngb.ang.af.mil. NGB-IGD will, in turn, coordinate the request with the inspected unit and MAJCOM/IG and provide an information copy to the ANG functional manager. Observer requests must contain the following:

2.11.3.1. Full name.

2.11.3.2. Rank.

2.11.3.3. Social security number.

2.11.3.4. Security clearance.

2.11.3.5. Current organization/office symbol, duty phone and e-mail address.

2.11.3.6. Card number from the reverse of the AF Form 1199, **Air Force Entry Control Card**.

2.11.3.7. Specify the inspection locations the observer would like to visit and when.

2.11.4. Observers are required to fund and arrange for their own travel, billeting, and ground transportation. MAJCOM IGs will coordinate with the observers regarding transportation

arrangements from the inspected unit location to the Forward Operating Base (FOB) as required. Observers will protect all TRUSTED AGENT information.

2.11.5. Observers will follow applicable MAJCOM observer program guidance.

2.12. Unique ANG Inspection Policies.

2.12.1. It is expected that the MAJCOM inspections/assessment team will hold an informal inbrief upon arrival.

2.12.2. The unit under inspection is not required to present a formal in-briefing for the MAJCOM inspection/assessment team unless it has been requested in advance.

2.12.3. The unit under inspection will make a Status of Resources and Training System (SORTS) report available to the inspection/assessment team chief.

2.12.4. The inspection/assessment team will present an out-brief to the unit at the conclusion of each inspection/assessment. Inspectors should include constructive recommendations, when possible, to correct deficiencies.

Chapter 3

NGB Inspector General Responsibilities

3.1. NGB-IG Responsibilities. The NGB Air Inspections Division (NGB-IGD) acts as the liaison between all agencies within the Air Force that perform inspections and ANG field units. NGB-IGD coordinates inspection scheduling, tracks and deconflicts inspections to minimize impact upon field units, coordinate inspection criteria, maintains inspection findings and reports, analyzes inspection findings and reports for the CNGB, maintains a current database of inspection results and coordinates policy.

3.2. Inspection Scheduling and Coordination. NGB-IGD will provide inspection/assessment scheduling assistance IAW NGB inspection/assessment policy to ensure that units scheduled for inspections/assessments are notified by gaining MAJCOM IGs of their scheduled participation at least one year in advance. Any deviations will be addressed on a case by case basis.

3.3. Processing Inspection Postponement Requests. Unforeseen circumstances such as real-world operations can alter an ANG unit's ability to be inspected as planned. When this occurs, the unit will contact NGB-IGD in writing explaining the situation and requesting an inspection postponement. The request for rescheduling must include a quantified justification and an alternate inspection date. NGB-IGD will coordinate with the functional staff to validate the request and then staff the request through appropriate leadership channels to the MAJCOM for consideration. Agreement to postpone an inspection by the MAJCOM is adjudicated on a case-by-case basis. The MAJCOM may determine that a tailored inspection is a more appropriate course of action over inspection postponement.

3.4. Gatekeeper Function. The NGB-IG gatekeeper function monitors and deconflicts the type and amount of evaluation activity at ANG units. The gatekeeper evaluates inspection notifications to determine if they are duplicative or have been recently accomplished, and works with the inspecting agency and the affected commander to reschedule poorly timed visits.

3.4.1. The goal of the gatekeeper is to minimize the inspection impact on field units. To facilitate the gatekeeper function, units will:

3.4.1.1. Provide drill schedules and normal duty periods for personnel during the inspection/assessment period to their gaining MAJCOM IG. The unit will include significant unit meetings if applicable. Critical items requiring direct IG evaluation will be clearly identified and annotated.

3.4.1.2. Local ANG commanders retain the option of absorbing several concurrent inspection visits. Important visits occurring simultaneously should be made visible to the gatekeeper and any problems need to be resolved in advance.

3.4.2. NGB-IG Gatekeeper Responsibilities.

3.4.2.1. Establish a Gatekeeper program.

3.4.2.2. Provide coordinated inspection/assessment policy and criteria to units six months prior to utilization by inspecting agencies. Units are encouraged to contact their ANG or MAJCOM functional counterpart for clarification of inspection/assessment requirements and/or applicable checklists unless other instructions are provided.

3.4.2.3. Evaluate inspection visit requests to determine if visits are duplicative to on-going or recent efforts of other agencies.

3.4.3. The Director, ANG (NGB/CF) has delegated the authority to deny access to inspectors/auditors from inspecting agencies to NGB-IG. If attempts at deconfliction fail, then the Director, ANG (NGB/CF) or his designated representative will coordinate and approve case-by-case relief/reclama request.

3.5. Inspection Report. All findings from inspection/assessment reports will be coordinated through NGB-IGD to the respective MAJCOM. MAJCOM/IG and MAJCOM functionals will validate all findings from inspections/assessment reports. Validations should result in an understanding of each finding by the responsible unit official. During the inspection, complete agreement or concurrence is desirable. However, the right to disagree and present facts to refute or modify an inspector's opinion during the inspection or conclusion is recognized. The unit will staff a non-concurrence with an answerable finding and complete rationale to the gaining MAJCOM/IG through NGB-IGD.

3.6. Inspection Report Analysis. NGB-IGD will analyze inspection findings and report results and trends to the CNGB and the NGB/CF, and the Chiefs of Directorates.

3.7. Historical Inspection Records. NGB-IGD is responsible for maintaining inspection reports and related documentation for the ANG.

3.7.1. Maintain a current database of inspection result data that describes the readiness of the organization.

3.8. Inspection Report Handling/Release. Inspection reports are privileged documents and the Air Force controls their handling and distribution. Inspection reports will be handled and/or released in accordance with AFI 90-201 *Inspector General Activities*.

3.9. Augmentee Coordination. NGB-IGD will facilitate MAJCOM IG inspections by providing qualified augmentees when possible.

3.9.1. The gaining MAJCOM IG will provide Military Personnel Appropriation (MPA) man-days and temporary duty (TDY) funds for augmentation personnel.

3.10. Education. NGB-IGD will maintain a web-page to inform and educate the field regarding inspection issues.

3.11. Coordination of Inspection Policy and Guidance. The Air Force inspection community is constantly updating policy, regulatory guidance and inspection/assessment procedures to accurately reflect the readiness of the Air Force.

3.11.1. NGB-IGD will partner with MAJCOM IGs to coordinate their inspection/assessment criteria so that it can be included in the ANGIND 2, *Numerical Index of Applicable Administrative Publications*. Inspection/Assessment criteria must adhere to AFI 33-360, Volume 1 for applicability to the ANG.

3.11.2. NGB-IGD will review and update this instruction as a minimum biennially.

3.12. Eagle Looks Coordination. An Eagle Look is a management review conducted by the Air Force Inspection Agency (AFIA) to provide senior Air Force leadership a report on current Air Force-wide processes and recommendations for improvement. Eagle Looks collect data primarily by non-attribution interviews of personnel.

3.12.1. AFIA will contact the NGB-IG gatekeeper at gatekeep@ngb.ang.af.mil to coordinate any proposed visits to ANG units and the NGB. AFIA will provide the management review title, scope, and a general schedule of visits. The NGB-IG gatekeeper will coordinate with the applicable ANG functional staff and units to determine availability and provide NGB concurrence to AFIA.

3.12.2. The NGB-IG gatekeeper will post visit schedules in the Inspections Database for historical purposes.

3.13. Trusted Agent. NGB-IGD will act as trusted agents to handle and safeguard programming and planning information until released by the originating IG. NGB-IGD will clearly mark schedules and other sensitive inspection information “TRUSTED AGENT INFORMATION”.

3.14. Assistance and Complaints Program. Complaints are not part of the inspection system and are not the purview of NGB-IGD. Each ANG flying wing has an independent installation Inspector General to handle complaints and requests for assistance. All ANG complaints will be processed IAW AFI 90-301, *Inspector General Complaints*. Further guidance may be obtained through the Secretary of the Air Force, Office of the Inspector General Investigations Branch (SAF/IGQ), 1140 Air Force Pentagon, Washington DC 20330-1140.

Chapter 4

State Headquarters Inspections

4.1. Introduction. For the purpose of this instruction, the term “State Headquarters” includes the ANG command structure for all 50 States, the District of Columbia, and the Commonwealths of Puerto Rico, the Virgin Islands and Guam. State Headquarters manpower authorizations are not standardized throughout the ANG, but are determined by ANGI 38-101, *ANG State Headquarters Manpower/Organization Guide*. Basically, manpower authorizations are allocated based on the aggregate size of each State’s overall (flying and non-flying units) funded Unit Manpower Document (UMD) authorizations. As such, ANG State Headquarters manpower consists of various full-time (technician and/or Active Guard/Reserve (AGR) and military (drill status) authorizations. Numerous States also utilize civilian employees paid from local funds.

4.2. Inspection Authority. The State Headquarters has a State as well as a Federal mission. The State mission is carried out under the authority of the Governor, the Commander-in-Chief, and the State’s military commander, TAG. State Headquarters’ responsibilities are contained in ANGMD 38-01, *State ANG Headquarters*. To date, no command level direction or authority rests with Air Mobility Command (AMC), Air Combat Command (ACC), or Pacific Air Force (PACAF) for inspection/assessment of the State Headquarters.

4.2.1. An ANG staff element inspection will suffice as an inspection of the State Headquarters. State and Army National Guard (ARNG) matters will not be inspected.

4.3. USP&FO Inspections. The United States Property and Fiscal Officer (USP&FO) inspection may be conducted separately from the State Headquarters inspection with concurrence of The TAG and the NGB. USP&FO inspection criteria are as coordinated with the NGB. NGB-IG will act as staff coordinator for the NGB.

4.4. State Headquarters Inspected Elements. The State Headquarters staff will identify for the inspectors the ANG staff elements that will be inspected.

4.4.1. Executive Support. Records management, publications and directives, distribution of NGB All-States Letters to units and processing of individual security clearances.

4.4.2. Military Personnel. Promotion policies IAW ANG directives, monitoring of officer command selection records to include monitoring of recruiting and retention programs to ensure adherence to USAF and ANG directives, and administration of the ANG Awards and Decorations Program.

4.4.3. Senior Enlisted Advisor. Adherence to ANGI 36-2109, *The Command Chief Master Sergeant Program*, and local directives.

4.4.4. Equal Opportunity. Adherence to published equal opportunity directives. The point of contact is NGB-EO.

4.4.5. Operations. Analysis of the units’ category (C-levels) to include critical Air Force Specialty Code (AFSC) shortages, equipment shortages, unit training, and other limiting factors that require higher headquarters resolution and support. This also includes procedures used to brief The TAG and senior staff on wartime capability factors that require action.

4.4.6. Security. Adherence to DoD Directive 5200.1, *DoD Information Security Program*, or DoD 5200.1R, *Information Security Program*, and AFI 31-401, *Information Security Program Management*, to include marking, storing, and destroying classified information. If physical security of the headquarters is an Army National Guard responsibility, only Air Force application of the governing program will be addressed.

4.4.7. State Air Surgeon. Adherence to ANGI 40-102, *State Air Surgeon*, in regards to conduct and reporting of staff assistance visits to geographically separated units and medical organizations; certification of physical examinations; granting of medical waivers for flyers and special duty personnel; and approval/disapproval of line of duty determinations.

4.5. Rating: Each State Headquarters is rated using Pass/Fail criteria.

Chapter 5

Federal Recognition Inspections

5.1. Authority. Title 32 U.S.C. 105.

5.2. Explanation of Terms. Recognition is the action, by the Secretary of the Air Force (SECAF), that confirms that a unit (the organized militia of a State) meets the qualifications prescribed for the organization and composition of the ANG. The Chief, NGB (CNGB), under authority may officially extend Federal Recognition from the Secretary of the Air Force.

5.3. Policy. For a unit to qualify for and maintain its Federal Recognition, the appointment of applicants and the assignment, promotion, and other personnel actions affecting its members will be without regard to race, color, sex, religion, or national origin in accordance with current law and DoD policy.

5.4. Initial Federal Recognition. The procedures for granting Federal Recognition to an authorized unit in the ANG for which a potential mobilization requirement exists, except State Headquarters, its Detachments and Operating Locations (OL), follow:

5.4.1. Granting Federal Recognition. After a unit has received its Personal Accounting System (PAS) Code it must then schedule a Federal Recognition Inspection. The granting of Federal Recognition to a unit is the authority to pay personnel, issue Federal equipment for use by the unit concerned, and expenditure of funds incidental to the operation and maintenance of facilities and services in support of the unit. Federal Recognition will only be extended to units following a favorable report of inspection (NGB Form 113, **Report of Inspection for Federal Recognition**) for Federal Recognition by the gaining MAJCOM.

5.4.2. Basis for Federal Recognition. Federal Recognition is extended when the unit meets the basic requirements stated below. However, these items are not all-inclusive and should be supplemented with information determined pertinent by the senior officer performing the inspection.

5.4.2.1. The allocated unit is formally accepted by the State and meets the standards required for Federal Recognition.

5.4.2.2. The unit is activated in accordance with appropriate Unit Manning Documents (UMDs) and has at least 20 percent of its authorized strength, both officers and airmen, assigned and on board at the time of inspection for Federal Recognition. To obtain the 20 percent strength, the State is authorized to request school training quotas and recruit against an established unit with similar Air Force Specialty Codes (AFSCs). AFSCs that are unique to the new unit should be identified to the Directorate of Plans, Programs and Manpower (NGB-XP) for possible temporary augmentation to an established unit for advance recruiting purposes.

5.4.2.3. Unit members are enlisted, appointed, and assigned without regard to their race, color, sex, religion, or national origin and need not be skill level qualified. However, members must meet the basic eligibility requirements to occupy the UMD position to which assigned in accordance with applicable Air Force and ANG directives. NGB-IG will coordinate with applicable functional area manager to determine approval/disapproval of waivers. Waivers from qualification standards will only be considered by NGB-IG in

unusual situations. Waiver requests must be approved by NGB-IG prior to submitting an NGB Form 113, **Report of Inspection for Federal Recognition**, to the MAJCOM for action and signature.

5.4.2.4. Individual personnel records, including records of medical examination, are complete and available.

5.4.2.5. Storage facilities are adequate for protection of Federal property issued to the unit.

5.4.3. Federal Recognition Inspection Procedures. The following procedures will be used to obtain Federal Recognition of new ANG units.

5.4.3.1. The STATE will:

5.4.3.1.1. Formally accept the new unit and ensure that it meets the standards required for Federal Recognition.

5.4.3.1.2. Publish orders activating the unit IAW ANGR 26-2, *Organizational Policy and Guidance*, and ANG Director of Personnel (ANG/DP) and the Air Force Personnel Readiness Manager (AF/PRM) authorization letter. The effective date of activation is the same as the date of the Federal Recognition Inspection (FRI).

5.4.3.1.3. Make specific arrangements directly with the appropriate gaining command for the FRI. Request, in writing, the appointment of a Regular Air Force officer to perform the inspection. This officer is normally the Air Force advisor to the new unit or a nearby unit in the same MAJCOM or as agreed upon by the gaining MAJCOM and NGB.

5.4.3.1.4. Notify NGB-IG of the agreed upon inspection date.

5.4.3.1.5. Have assigned personnel, equipment, facilities and related items in support of the new unit available and ready for inspection on the date specified.

5.4.3.1.6. Have copies of NGB Form 113 available for the inspector.

5.4.3.2. The INSPECTOR will:

5.4.3.2.1. Coordinate the necessary details for the inspection with the office of The Adjutant General (TAG) of the State in which the new unit will be located.

5.4.3.2.2. Conduct the inspection IAW this instruction using NGB Form 113 and the applicable gaining MAJCOM supplements to AFI 90-201, *Inspector General Activities*.

5.4.3.2.3. Complete and sign NGB Form 113 (original +3) and forward to the gaining MAJCOM for action and signature.

5.4.3.2.4. Provide a cover letter to the NGB Form 113 with instructions informing the gaining MAJCOM to forward the completed form to NGB-IG, 1411 Jefferson Davis Hwy, Arlington VA 22202-3231.

5.4.3.3. The gaining MAJCOM will:

5.4.3.3.1. Appoint, upon written request from a StateAG's office, a regular Air Force officer to perform the Federal Recognition Inspection.

5.4.3.3.2. Review and approve or disapprove the results of the Federal Recognition Inspection. Sign (Commander or his representative) and forward the NGB Form 113 to NGB-IG, 1411 Jefferson Davis Highway, Arlington VA 22202-3231.

5.4.3.4. The NGB-IG Staff will:

5.4.3.4.1. Review the completed NGB Form 113 and the State activation orders for completeness and recommendations (if any) by the inspector or the gaining MAJCOM.

5.4.3.4.2. If the prescribed requirements have been met and funds are available, recommend that the CNGB recognize the new unit. Formal recognition occurs when an NGB Form 5, **Federal Recognition Certificate** signed by the CNGB, or his designated representative, is issued.

5.4.3.4.3. Notify all interested parties, including the gaining MAJCOM, that the unit was granted Federal Recognition on the specified date.

5.4.3.4.4. Act as Office of Primary Responsibility (OPR) for questions concerning Federal Recognition.

5.4.4. Effective Date of Federal Recognition:

5.4.4.1. This is the date on which the unit was inspected and found satisfactory. This is also the date that the gaining MAJCOM assumes its responsibilities.

5.4.4.2. Remains unchanged, if there is a change of station, reorganization, re-designation, or induction (mobilization) into the active military service of the United States.

5.5. Withdrawal of Federal Recognition. Withdrawal of Federal Recognition is a very serious action resulting in the loss of Federal support (including funding and material), unit identity, historical properties, and heraldic entitlements. Federal Recognition of a unit is withdrawn by a letter from the Chief, NGB to the State concerned, setting forth the effective date and stipulating the reasons for the withdrawal action.

5.6. Placing Units on Probation. This action is recognized as a preliminary action before Federal Recognition is withdrawn. Final administrative action relative to placing units on probation or withdrawing Federal Recognition is taken by the CNGB. Before placing a unit on probation or withdrawing Federal Recognition, the NGB coordinates with the unit's gaining MAJCOM. Probation is for a specified period determined by the CNGB.

5.6.1. When a unit receives an overall rating of less-than-satisfactory on an inspection, the gaining MAJCOM inspection agency may recommend probation if:

5.6.1.1. The unit receives two consecutive less-than-satisfactory ratings for any reason.

5.6.1.2. The unit receives a less-than-satisfactory rating as a result of failure to perform its wartime mission. Cause of the failure has to be under the control of the unit to correct.

5.6.1.3. The unit cannot maintain the standards required for Federal Recognition.

5.6.1.4. The unit has not corrected reported deficiencies, although resources were available and necessary authority was granted to the commander.

5.6.2. When a unit fails to meet and maintain established strength requirements, the CNGB may initiate action to place the unit on probation or grant a waiver, depending on the circumstances involved. A unit commander of a unit on probation is still responsible for

maintaining the standards otherwise required of the unit. The minimum strength requirements for ANG units are a percentage of authorized strengths and AFSCs, and are applicable to both officers and airmen (See Table 5.1.).

5.6.2.1. ANG units authorized less than three officer UMD positions will use the “12-months following Federal Recognition” criteria for the overall officer strength percentages (Table 5.1.). In these units, the overall unit’s ability to perform mission tasking is the primary factor in determining continued Federal Recognition. Enlisted strength in these units must also conform to Table 5.1.

5.6.2.2. ANG units authorized three or less personnel in a critical AFSC will use 50 percent for the “authorized personnel with critical AFSCs who are available” figure.

Table 5-1. Federal Recognition Personnel Manning Criteria

	Percent of Total Authorized Personnel Available	Percent of Authorized Personnel with Critical AFSCs
Initial Recognition	20	--
12-Months following Federal Recognition	50	30
24-Months following Federal Recognition	70	65
36-Months or greater following Federal Recognition	80	75

5.6.3. Termination of probation is vested in the CNGB. If a unit is on probation for other than minimum strength requirements, an inspection must be performed by the gaining MAJCOM to determine which of the following recommendations should be made to the CNGB.

5.6.3.1. Take the unit off probation, or extend the probationary period.

5.6.3.2. Grant the unit a waiver.

5.6.3.3. Deactivate the unit (Recognition withdrawal).

5.7. Granting a Waiver. Under certain circumstances, a waiver from probation may be granted to a unit for failure to meet the standards established for all units. A waiver for a less than satisfactory inspection is for a specified period, determined by the CNGB or until the next scheduled inspection of the unit. Waivers are normally granted when deficiencies are not severe enough to warrant placing the unit on probation.

5.7.1. Most waivers result from recommendations made by the gaining MAJCOM inspection team following a less-than-satisfactory inspection. Units should not request, nor will they be granted, special inspections by gaining MAJCOMs to determine whether a waiver is justified vice a probation recommendation.

5.7.2. The gaining MAJCOM inspection report may include specific recommendations concerning a waiver, including listing the individual waiver items and the time period the waiver remains in force.

5.7.3. Waivers are not granted when a unit is incapable of correcting deficiencies and/or irregularities. When a unit’s capability to perform its assigned mission or achieve

programmed requirements is materially affected, the unit will be considered for probation or deactivation.

DANIEL JAMES, III, Lieutenant General, USAF
Director, Air National Guard

OFFICIAL

DEBRA N. LARRABEE, Colonel, USAF
Chief, Support Services

Attachment
Glossary of References and Supporting
Information

Attachment**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order 12333, *United States Intelligence Activities*
Title 32, United States Code, Section 105 *Inspection*
DOD 5200.1R, *Information Security Program*
DODD 5240.1, *DoD Intelligence Activities*
DoD 5400.7R, *DoD Freedom of Information Act Program*
AFPD 14-1, *Intelligence Applications and Requirements Planning*
AFPD 90-2, *Inspector General-The Inspection System*
AFPD 90-3, *Inspector General Complaints Program*
AFH 10-416, *Personnel Readiness and Mobilization*
AFI 14-104, *Oversight of Intelligence Activities*
AFI 31-401, *Information Security Program*
AFI 33-360V1, *Publications Management Program*
AFI 90-201, *Inspector General Activities*
AFI 90-301, *Inspector General Complaints*
AMCI 90-201, *The Inspection System*
ANGIND 2, *Numerical Index of Applicable Administrative Publications*
ANGI 36-2109, *The Command Chief Master Sergeant Program*
ANGI 38-101, ANG State Headquarters Manpower/Organization Guide
ANGI 40-102, State Air Surgeon
ANGMD 38-01, State Air National Guard Headquarters
NI 90-3, *Evaluation of Air Defense Forces*
NGR (AR) 10-1, *Organization and recognition of Army National Guard Units*
NGR 26-2, *Organizational Policy and Guidance*

Abbreviations and Acronyms

ACC - Air Combat Command
ACQ - Air Control Group
ACS - Air Control Squadron
AEF - Aerospace Expeditionary Force
AETC - Air Education Training Command
AF - Air Force (as used on forms)
AFE - Alert Force Evaluation
AFH - Air Force Handbook
AFI - Air Force Instruction
AFIA - Air Force Inspection Agency
AFPD - Air Force Policy Directive
AFSC - Air Force Specialty Code
AFSPC - Air Force Space Command
AGR - Active Guard/Reserve Program
AMC - Air Mobility Command
AMCI - Air Mobility Command Instruction

AMCPAM - Air Mobility Command Pamphlet
ANG - Air National Guard
ANGI - Air National Guard Instruction
ANGIND - Air National Guard Index
ANGMD - Air National Guard Management Directive
ANGR - Air National Guard Regulation (old designation)
ARNG - Army National Guard
BOS - Base Operating Support
C&SRL - Compliance & Standardization Requirements Listing
CC - Commander (office symbol)
CI - Compliance Inspection
CII - Compliance Inspection Item
CF - Director, Air National Guard (office symbol)
CNGB - Chief, National Guard Bureau
CSAF - Chief of Staff, United States Air Force
CSAI - Contracted Support Activity Inspection
DO - Director, Operations (office symbol)
DOC - Designed Operational Capability
DoD - Department of Defense
DoDD - Department of Defense Directive
DP - Director of Personnel
DRU - Direct Reporting Unit
DSP - Defense Support Program
EO - Equal Opportunity (office symbol)
EORI - Expeditionary Operational Readiness Inspection
ESOH CAMP - Environmental, Safety, Occupational Health Compliance Assessment Management Program
FOA - Field Operating Agency
FOB - Forward Operating Base
FOUO - For Official Use Only
FRI - Federal Recognition Inspection
HSI - Health Services Inspection
IAW - In Accordance With
IG - Inspector General
IGD - Air Inspections Division (office symbol)
IOC - Initial Operational Capability
MAJCOM - Major Command
METL - Mission Essential Task List
MPA - Military Personnel Appropriation
NI - NORAD Instruction
NGB - National Guard Bureau
NGR - National Guard Regulation
NOE - NORAD Operational Evaluation
NORAD - North American Aerospace Defense Command
NSI - Nuclear Surety Inspections
OL - Operating Location

OPCON - Operational Control
OPLAN - Operation Plan
OPR - Office of Primary Responsibility
ORI - Operational Readiness Inspection
OSD - Office of the Secretary of Defense
PACAF - Pacific Air Forces
PAS - Personal Accounting System
POC - Point of Contact
PRM - Personnel Readiness Manager
SAF - Secretary of the Air Force
SBIRS - Space Based Infrared System
SECAF - Secretary of the Air Force
SII - Special Interest Item
SIOP - Single Integrate Operational Plan
SORTS - Status of Resources and Training System
TAG - The Adjutant General
TDY - Temporary Duty
UCI - Unit Compliance Inspection
UMD - Unit Manning Document
USP&FO - United States Property and Fiscal Officer
WSI - Weapons Safety Inspection

Terms

Activation - encompasses all the activities necessary for the orderly transition of National Guard forces from peacetime to a wartime posture.

Answerable Finding - A significant deficiency that requires specific answers to the MAJCOM/IG on action taken to correct the deficiency.

Assess - To appraise or evaluate. Independent evaluation of the efficiency or effectiveness of a policy, process, or outcome by an organization that did not develop the policy or process.

Best Practice - A superior method or innovative practice that contributes significantly to improved performance of a process.

Combined Inspection - The combination of more than one type of inspection into one IG visit.

Compliance Inspection Items (CII) - Those items requiring actions by US laws, Executive Orders, Department of Defense Directives, and safety, that if not complied with could result in significant legal liabilities, penalties, or mission impact.

Excellent - The grade given to indicate performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

Finding - A Critical or Major Deficiency.

FWA Item - An actual or potential fraudulent, wasteful, or abusive practice involving government resources (funds, property, material, personnel, etc.) as defined in AFI 90-301.

Major Deficiency - Any deficiency that requires immediate, answerable action by the unit or higher agency to prevent an unreliable weapon, or unsafe or insecure environment. The deficiency may cause a unit to be rated "Unsatisfactory" in one or more inspection areas not defined as critical under overall unit pass/fail criteria.

Marginal - The grade given to indicate performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

Minimum Notice - Inspection notice given to a unit prior to the inspection; should be the minimum necessary for scheduling and practical preparation time.

Mobilization - encompasses all the activities necessary for the orderly transition of National Guard forces from peacetime to a wartime posture.

Nonanswerable Finding - A significant deficiency that is corrected prior to or during the inspection or which does not require tracking by the MAJCOM/IG.

Operational Readiness Inspection (ORI) - An evaluation of operational readiness or ability to conduct combat operations in wartime for any unit with a wartime mission. The unit is evaluated on how well it can respond, employ forces, provide mission support, and survive and operate in a combat environment.

Outstanding - The grade given to indicate performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Minimal deficiencies exist.

Oversight - The watchful management or supervision of the implementation of policy performed by the agency responsible for development of that policy.

Readiness - The ability of US military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels:

a. **Unit Readiness.** The ability to provide capabilities required by the combatant commanders to execute their assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed.

b. **Joint Readiness.** The combatant commander's ability to integrate and synchronize ready combat and support forces to execute his assigned missions.

Recommended Improvement Area - Any deficiency that does not meet the criteria for a critical or major deficiency.

Repeat Finding - A finding reported in the unit's previous IG inspection report or a recent audit agency report that exists during the current inspection. Repeat findings are normally answerable findings.

Resource Availability - Includes personnel, equipment, or authorized repair parts. Failure results from shortages within the unit's control, preventing required nuclear weapon technical operations.

Safety, Fire, or Health Item - This draws special attention to deficient safety, fire, or health conditions, procedures, or practices that may create a potential for producing death, injury, occupational illness, or equipment or property damage, including noncompliance with OSHA and Air Force Occupational Safety and Health (AFOSH) requirements. Unless exceptional mitigating circumstances exist, these items are answerable findings. In wing or equivalent reports, safety, fire, or health items are documented in the commander or functional agency support portion of the report with cross-references to the appropriate findings in the functional area portion of the report.

Satisfactory - The grade given to indicate performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.

Special Interest Item (SII) - A tool to focus management attention, gather data, and assess the status of specific programs and conditions in the field. SIIs are evaluated by IG inspectors using inspection guides and grading criteria provided by the SII sponsoring agency.

Tailored Inspection - An inspection where planned activities are reduced or omitted from the inspection plan to accommodate limiting factors.

Trusted Agent - A person or office to whom the IG has given information or with whom the IG has coordinated events, and trusts they will not pass the information on to the inspected units.

Unsatisfactory - The grade given to indicate performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment.